

## ***Grade Change Request as a Teacher, and how to Approve from the Administration/Office***

### **Objective:**

Outline the two step process involved with grade change requests that initiate through a teacher gradebook.

### **Best Practice:**

Skyward recommends that needed grade changes from a prior grading period be requested through a teacher grade change request to ensure changes are calculated correctly.

### **Outcomes/Benefits:**

- The grades will automatically post once they are approved. This will allow them to show on report cards and transcripts.
- Entities will get to see the old and new grade and decide if they should be approved.
- Changed grades through this process will be used to calculate a semester/final grade and calculated GPA.
- Once approved no grade differences will show on report or in the gradebook.
- Changing the dates in the grading periods could alter grades and remove manually posted grades that were entered through the office.

## Application

This is a two-step process, step 1 being the request being made through the teacher gradebook and step 2 approval through Student Management Educator Access Plus.

The steps below use a Secondary Gradebook as reference, the process is similar for Standards Gradebooks.

### Step 1: **TEACHER** Grade Change Request from the Gradebook

The Grade Change Request process allows you to request a grade change for a previous grading period. These changes will then be administratively approved.

The screenshot shows the Skyward High School-Grades 9-12 interface. The user is logged in as Pamala Ainsleyscr. The main screen displays a gradebook for the class 'BANDC / 1 Prd:1 Concert Band'. The table has columns for Term Grade, Lesson, S1, S1 Report Card, SE1, SE1 Report Card, T2, T2 Report Card, P2, P2 Report Card, and Quiz. A dropdown menu is open over the 'T2' column, showing options for 'Select Term T2 Display Method' (Grade Mark, Percent, Points) and 'Grade Posting Status for Term T2' (\*B+, \*C+, \*C+, \*B-, \*B-, \*C+, \*C).

Students	Term Grade	Lesson	S1	S1 Report Card	SE1	SE1 Report Card	T2	T2 Report Card	P2	P2 Report Card	Quiz	
1 Abbot Jon	A 100.00%	100	95	*A	*	*A	*B+		*C+	*C+	*B-	85
2 Amerm Rosa	A 98.00%	98					*B+		*C+	*C	*B-	85
3 Amsc Nolan	C- 75.00%	75					*B-		*C+	*C	*B-	85
4 Clayb Henri	B 86.00%	86					*B-		*C+	*C	*B-	85

You will click **Options** under the grade column you would like to change and then select **Grade Posting Status for \_\_\_\_\_**.

The screenshot shows the 'Secondary Grade Post Status' interface. It displays a table with columns for Period, Class, Description, Missing Rpt Card Grades, Missing Assign, Missing Comments, Diff, Low Percent, Avg Percent, High Percent, Active Stds, Dp Stds, and Post Complete. A 'Request Grade Changes' button is visible in the top right corner.

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Stds	Dp Stds	Post Complete
01	BANDC / 1	Concert Band	31	28	32	53			86.00	32		

You will see the class listed and can then select the **Request Grade Changes** button.

### Request Grade Changes

If you proceed, you will be allowed to modify your gradebook for the closed grading period **Quarter 2/Semester 1** for course **BANDC / 1**.

You will be allowed to make changes from now until **5:05 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:

Mistake found for a grade.

**Do you want to proceed?**

You must enter a reason for the grade change. Once this is done you will click **Yes**. After this button is clicked you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for a grade change request. You will only be able to make modifications in the grading period selected for the grade change request.

**Main Screen**

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Students	Thu 03/20 Atnd	Term Grade S2	Lesson W21-W 03/03	S1 Options	S1 Report Card	SE1 Options	SE1 Report Card	T2 Options	T2 Report	Assign W16-F	P2 Options	P2 Report	Quizzes W12-W 11/13
1 Abbot Jon	NEW	A 100.00%	95.00	A		*	*A	A					100
2 AmernRosa		A 98.00%		*B+	*B	*							83.25
3 Amsc Nolan	AUP	C- 75.00%		C+		*							
4 Clayb Henri	AUP	B 86.00%		*C	*C+	*							
5 Colon Wikda		A- 94.00%		*C	*D+	*		*B-	*D+	96	*D+	*C-	

After all changes have been made, you can complete the grade change request by selecting **Grade Posting Status for \_\_\_\_\_** in the term **Options** drop-down.

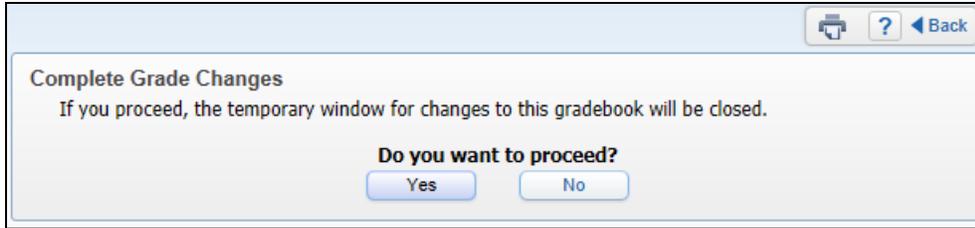
**Secondary Grade Post Status**

Posting was open from 12:00 AM on 01/15/14 until 8:00 AM on 01/22/14

Secondary Grade Posting Status for Quarter 2/Semester 1 (11/02/13 - 01/18/14)

Period	Class	Description	Missing Rpt Card Grades	Missing Assign	Missing Comments	Diff	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Post Complete
01	BANDC / 1	Concert Band	31	37	32	55	33.00	60.80	100.00	32		

You will then select the **Complete Grade Changes** button. Once you mark the Grade Change Request as complete you will no longer be able to make changes without creating another Grade Change Request.



You can then click **Yes** to notify administration that you have completed your grade change(s).

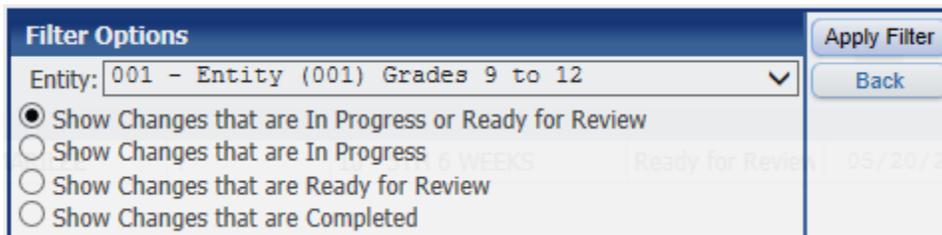
## Step 2: ADMINISTRATOR Teacher Requests for Changes to Previously Posted Grades

The Teacher Request for Changes to Previously Posted Grades area allows you to review any changes a teacher has requested within their gradebook for a closed grading period, and then post the changes. In order for teachers to request a grade change there is an option within the configuration of the Secondary Gradebook.



Gradebook	Description	Last Name	First	Middle	Grade Period	Status	Entered Date	Entered Time	# Times Opened
1	3115/01 Wind Ensemble	ANDREASCR	MARILEE	Y	10 - 5TH 6 WEEKS	Ready for Review	05/17/2013	5:59:12 PM	1
2	Band I/01 Band I	ANDREASCR	MARILEE	Y	10 - 5TH 6 WEEKS	Ready for Review	05/17/2013	3:56:18 PM	2
3	Band I/02 Band I	ANDREASCR	MARILEE	Y	10 - 5TH 6 WEEKS	Ready for Review	05/20/2013	11:03:46 AM	1

### Filter Options



**Filter Options**

Entity: 001 - Entity (001) Grades 9 to 12

Show Changes that are In Progress or Ready for Review  
 Show Changes that are In Progress  
 Show Changes that are Ready for Review  
 Show Changes that are Completed

Buttons: Apply Filter, Back

The Filter Options allow you to determine the entity and the requests that display on the screen. After selecting the entity, you can only select one option to choose the information displaying on the screen.

- **Show Changes that are In Progress or Ready for Review** – This option will display classes with a status of In Progress or Ready for Review.
- **Show Changes that are In Progress** – This option will only show the classes that currently have a grade change request in progress and are working on completing the modifications in the gradebook.
- **Show Changes that are Ready for Review** – This option will only show the classes where the teacher has marked the grade change request as “complete” or the two hour time frame has passed.
- **Show Changes that are Completed** – By selecting this option, only grade changes flagged as completed will display.

## Expanded Class Information

You can see additional information and approve the grade change request by clicking on the arrow next to the gradebook/class.

- Reason for Requesting Grade Changes

▼ Reason for Requesting Grade Changes

Need to clear incomplete grade for student.

The Reason for Requesting Grade Changes will display the reason entered by the teacher when submitting their grade change request. Teachers are required to enter a reason before they can make the grade change(s).

- Grade Differences

▼ Grade Differences									
Student	Class	Grade Column	GB Grade	Posted Grade	Post All	# Cng Assm	Posted Date	Posted Time	Posted By
FELICA P. DAWSSCR	Band 1 / 01	Term 5TH	A		Post Grade	1			
KRYSTINA L. AARONSONSCR	Band 1 / 01	Term 5TH	A	B	Post Grade	1	05/14/2013	1:21 PM	MARILEE Y. ANDREASCR
SADIE ADUSCR	Band 1 / 01	Term 5TH	C	B	Post Grade	1	05/14/2013	1:21 PM	MARILEE Y. ANDREASCR

The Grade Differences display students’ gradebook grade and posted grade that no longer match due to the teacher submitting a grade change request for a closed grading period. You can either **Post Grades** individually or select **Post All** after verifying the grades.

- Approved Grade Differences

▼ Approved Grade Differences						
Student	Grade Bucket	Grade Before	Grade After	Date	Time	Approved By
KRYSTINA L. AARONSONSCR	Term 5		B	05/14/2013	1:21 PM	MARILEE Y. ANDREASCR
SADIE ADUSCR	Term 5		B	05/14/2013	1:21 PM	MARILEE Y. ANDREASCR
Simon ADUSCR	Term 5		B	05/14/2013	1:21 PM	MARILEE Y. ANDREASCR
FELICA P. DAWSSCR	Term 5		A	05/21/2013	4:16 PM	MARILEE Y. ANDREASCR
KRYSTINA L. AARONSONSCR	Term 5	B	A	05/21/2013	4:16 PM	MARILEE Y. ANDREASCR
SADIE ADUSCR	Term 5	B	C	05/21/2013	4:16 PM	MARILEE Y. ANDREASCR

The Approved Grade Differences display the grades changes that were approved. It will display the date, time, and who approved the term grade change.

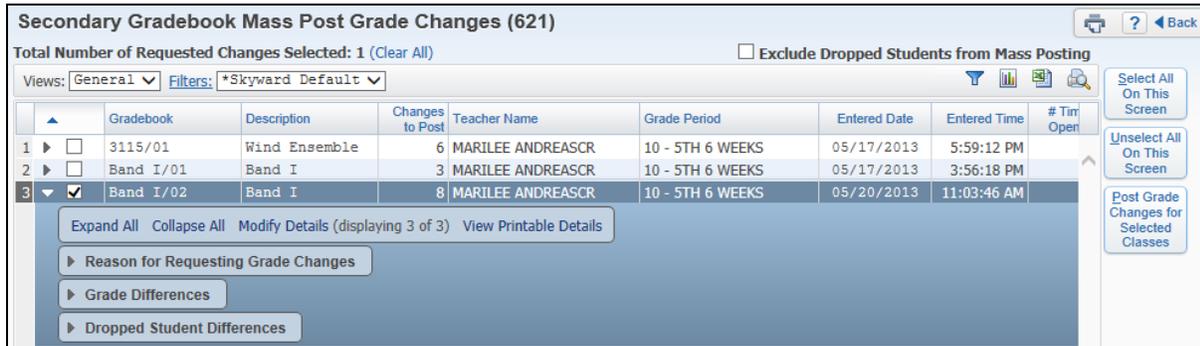
- Dropped Student Differences

▼ Dropped Student Differences

There were no grade differences found.

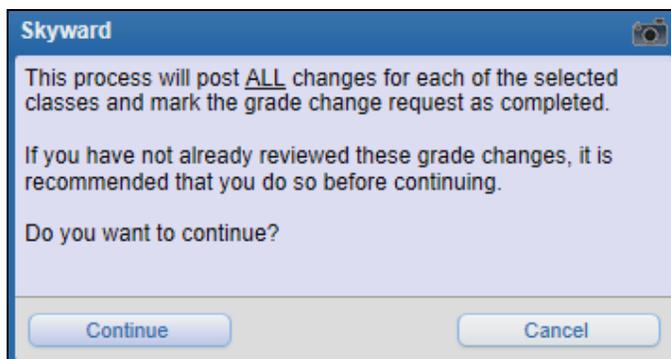
The Dropped Student Differences allow you to approve the grade change and post the grades for dropped students in the selected class. You can either **Post Grades** individually or select **Post All**.

## Mass Post Grade Changes



The Mass Post Grade Changes area allows you to post grade changes for multiple gradebooks/classes at one time. You can view the grade differences by clicking on the arrow next to the gradebook/class. If you would like the grade differences to post, you will select the gradebook/class.

- **Total Number of Requested Changes Selected** – The number that will display is updated every time you select a gradebook/class. If you click on the **Clear All**, it will unselect all of the gradebooks/classes at one time.
- **Exclude Dropped Students from Mass Posting** – If this option is selected, the students displayed in the Dropped Student Differences will not be processed when mass posting of the grades.
- **Select All On This Screen** – When you click on this option, all of the classes displaying on the screen will be selected for the mass posting process.
- **Unselect All On This Screen** – When you click on this option, all of the classes displaying on the screen will become unselected for the mass posting process.
- **Post Grade Changes for Selected Classes** – This option will mass post the grade changes for any class that is selected.



After selecting the **Post Grade Changes for Selected Classes**, you will receive the message displayed above. If you want all selected gradebooks/classes grade changes posted and marked as completed, you will click **Continue**. After clicking Continue, it will complete processing in the Print Queue.

## Mark Completed

**Mark Completed (151)**





**Mark Completed**  
Record Marked Completed.

After verifying and posting the grade changes, you can highlight the gradebook/class and select **Mark Completed**. Once the option is selected, you receive the message displaying that the grade change request has been marked as complete.

**Mark Completed (168)**





**Mark Completed**  
**There are still grade differences!** It is recommended that all grade differences be posted or that the teacher make the necessary Gradebook changes so there are no more differences.  
 Are you sure you want to mark as completed?

**Grade Differences**

Student	Grade Column	GB Grade	Posted Grade	Posted Date	Posted Time	Posted By
DENVER BELLONSCR	Term 5TH	U				
HUNG AHRENDTSCR	Term 5TH	U				
KRYSTINA L. AARONSONSCR	Term 5TH	U				
MERRY CANTALOUPOSCR	Term 5TH	U				
RANDAL CANINOSCR	Term 5TH	U				

**Mark as Completed**

Return to Requested Changes without Completing

You will receive the above screen if grade differences still exist. If you need to review the grade changes, you will select the option to **Return to Requested Changes without Completing**. If the grades should not be posted, you will select **Mark as Completed**. After selecting the **Mark as Completed**, the un-posted grades will not be available and display as ignored.